

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540 ~ Fax: (520) 383-4676

Website: www.tonation-nsn.gov



Job Summary - July 18, 2016

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2016 Salary</u>
Executive					
4740	Advocate	Advocate Attorney, Senior (Part-Time)		2/29/2016	\$ 38,698.40
4787	Advocate	Advocate Attorney (Part-Time)		3/14/2016	\$ 35,058.40
4803	Hewel Ni'ok - Site: San Xavier	On-Air Announcer/Board Operator		4/25/2016	\$ 13.52
4540	Gaming Office - Site: Why	Gaming Inspector	CR	6/6/2016	\$ 19.58
General Support Services					
4909	Grants and Contracts	Contract Specialist	New	7/18/2016	\$ 56,145.00
4910	Facility Management	Custodial/Grounds Worker	New	7/18/2016	\$ 11.10
Health and Human Services					
4728	Community Health	Registered Nurse		1/25/2016	\$ 85,432.00
4725	Community Health	Program Supervisor		5/16/2016	\$ 53,440.00
4730	Community Health- Home Health Program	Certified Nurses Assistant		7/5/2016	\$ 16.47
4843	Healthy O'odham Promotion Program	Health Education Specialist	CL	5/16/2016	\$ 19.58
4889	Child Welfare	Case Manager (6 vacancies)		6/27/2016	\$ 48,414.00
4898	Behavior Health	Counselor Specialist		7/11/2016	\$ 20.07
4899	Behavior Health	Office Specialist	CL, CR	7/11/2016	\$ 12.87
Department of Education					
4737	Early Childhood - Site: San Lucy	Teacher		1/4/2016	\$ 19.10
4838	Early Childhood - Site: San Xavier	Teacher Aide		5/9/2016	\$ 11.66
4736	Early Childhood - Site: San Lucy	Cook		1/4/2016	\$ 11.66
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		4/25/2016	\$ 14.92
4905	Early Childhood - Site: Santa Rosa	Cook		7/11/2016	\$ 11.66
4907	Early Childhood - Site: North Komelik	Cook	New	7/18/2016	\$ 11.66
4830	Recreation - Site: San Xavier	Recreation Specialist		5/31/2016	\$ 12.87
4746	Recreation - Site: Sells	Custodial/Grounds Worker		6/27/2016	\$ 11.10
Department of Natural Resources					
4770	Well Maintenance	Well Maintenance Technician		2/16/2016	\$ 15.68
4857	Well Maintenance	Well Maintenance Supervisor		6/27/2016	\$ 53,440.00
Department of Planning and Economic Development					
4653	Realty	Realty Specialist		2/16/2016	\$ 20.57
Department of Public Safety					
4870	Law Enforcement	Financial Crimes Investigator (3 vacancies)		7/11/2016	\$ 28.36
4618	Office of Emergency Management	Risk Reduction/Hazard Mitigation Specialist		7/11/2016	\$ 24.45

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DESERT DIAMOND WEST VALLEY RESORT LOCATION: GLENDALE, ARIZONA

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona Police Officers or from candidates who possess an active Arizona POST certification.

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2016 Salary
Executive					
4911	Gaming - Site: West Valley	Office Specialist	New, CL, CR	7/18/2016	\$ 16.07
4913	Gaming - Site: West Valley	Gaming Inspector Supervisor	New, CR	7/18/2016	\$ 83,348.00
4914	Gaming - Site: West Valley	Gaming Inspector Lead	New, CR	7/18/2016	\$ 25.69
4915	Gaming - Site: West Valley	Gaming License Technician	New, CR	7/18/2016	\$ 24.45
4917	Gaming - Site: West Valley	Gaming License Investigator	New, CR	7/18/2016	\$ 26.99
Department of Public Safety					
4610	Law Enforcement - Site: West Valley	Police Officer (6 Vacancies)	Lateral	6/22/2015	\$ 24.45

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H. h.) This

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**

If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

Clerical test results must be submitted with your application packet, to be considered "complete".

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following on or before the closing date: 1) a signed and completed Tohono O'odham Nation employment application, 2) a signed and completed Authorization to Release Information document, 3) a signed and completed Background/MVR Investigations document, 4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) or a copy of Tribal Enrollment Card, 5) resume, 6) high school diploma, transcript of college courses, 7) three current letters of reference, 8) copy of Arizona driver's license, 9) clerical results, if required, to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to 1) enrolled members of the Tohono O'odham Nation, 2) enrolled members of other Nations, 3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Positions - Site: Sells

Counselor II/Therapist

Recovery Coach

Houseparent Couple (Tucson)

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

Pima County Recorders' Office

7010 - Clerk Senior Unclassified

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at:

<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883>

or contact Kim Challender at (520) 724-4357.

Community Development Financial Institution of the Tohono O'odham Nation

P O Box 3130

Sells AZ 85634

(520) 383-0790

Job Title: Finance/Compliance Manager

Closing Date: Open Until Filled

Pay: DOE

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

Sells District

(520) 383-2281

Job Title: District Treasurer

Closing Date: Open Until Filled

Candidates must submit a letter of interest along with an updated Resume to the Sells District Council. The letter and Resume must be delivered to the Sells District Office located at AZ Highway 86, Milepost 112 in Sells, AZ 85634. For more information call Sells District.

Chukut Kuk District

P O Box 278

Sells AZ 85634

Phone (520) 383-2080 Fax: (520) 383-5788

E-Mail: ckoffice@chukut-kuk.org

Job Title: Financial Analyst

Open Until Filled/For Immediate Hire

Tohono O'odham Ki:Ki Association

Job Title: VASH Case Manager

Closing Date: Open Until Filled

Pay: DOE

Please contact Tohono O'odham Ki:Ki Association at (520) 383-2202

DaVita Dialysis Clinic

Job Title: Patient Care Technician

Pay: DOE

For more information call DaVita Dialysis Clinic at (520) 383-1700 or Apply online at davita.com.

Arizona American Indian Oral Health Initiative

Job Title: Project Coordinator

Pay: DOE

Email Resume with Cover Letter to: Kim Russell, Executive Director for Advisory Council on Indian Health Care

Email: kim.Russell@azahcccs.gov



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4676

4909

JOB ANNOUNCEMENT

JOB TITLE: CONTRACT SPECIALIST

SALARY: \$56,145.00, PLUS BENEFITS

OPENING DATE: July 18, 2016

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: GSS/Grants and Contracts

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, monitors and reviews grants for compliance to the terms and conditions of the award. Reviews programmatic issues for compliance; approves and recommends budget and expenditures in accordance with grant's scope. Maintains file management on a regular basis.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business, Finance or closely related field, and two years work experience in administering governmental contracts, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.



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4910

JOB ANNOUNCEMENT

JOB TITLE: CUSTODIAL/GROUNDS WORKER

SALARY: \$11.10 PER HOUR, PLUS BENEFITS

OPENING DATE: July 18, 2016

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Facility Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in custodial services.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4907

P.O. BOX 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: COOK

SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: July 18, 2016

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time
(This position is budgeted for 1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Early Childhood

JOB LOCATION: North Komelik, AZ

POSITION SUMMARY: Under close supervision, plans and prepares nutritious, well-balanced meals. Maintain health standards in cleanliness of food preparation areas, utensils, and equipment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months food service industry work experience; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's card must be obtained within the three (3) months of hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

4911

JOB ANNOUNCEMENT

JOB TITLE: Office Specialist

SALARY: \$16.07 HOURLY, PLUS BENEFITS

OPENING DATE: July 18, 2016

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. ***This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: Provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis within the Tohono O'odham Gaming Office.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 40 WPM.
- Must demonstrate fifty percent proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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4913

JOB ANNOUNCEMENT

JOB TITLE: Gaming Inspector Supervisor
SALARY: \$83,348.00 PER ANNUM, PLUS BENEFITS

OPENING DATE: July 18, 2016

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under limited supervision, protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by supervising personnel engaged in monitoring the gaming operations and facility. Ensures the gaming facility operates in accordance with the Tribal Gaming Ordinance, Regulations, Minimum Internal Control Standards (MICS), Tribal/State Compact, Indian Gaming Regulatory Act (IGRA), and the National Indian Gaming Commission (NIGCS) standards.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business, Accounting, or a closely related field and three years of work experience in casino operations or a regulatory environment; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Three years supervisory experience.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must demonstrate seventy percent proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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4914

JOB ANNOUNCEMENT

JOB TITLE: Gaming Inspector Lead
SALARY: \$25.69 HOURLY, PLUS BENEFITS

OPENING DATE: July 18, 2016

CLOSING DATE: Open Until Filled

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STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under limited supervision, protects the tribal assets and assures the integrity of the Tohono O'odham Nation's gaming operations by overseeing of personnel engaged in monitoring the gaming operations and facility. Ensures compliance with tribal/state compact, gaming ordinance, tribal minimum internal controls, NIGC minimum internal controls standards (MIC's), and tribal regulations. Conducts investigations into alleged or reported violations of the Tribal-State Gaming Compact and Gaming Ordinance. This position reports directly to the Chief Gaming Inspector or designee.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business, Accounting, or a closely related field and three years of work experience in gaming or investigations, or equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—AND—

- Must be licensed by the Tohono O'odham Nation and/or certified by the Arizona Department of Gaming before hire.
- Must demonstrate seventy percent proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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4915

JOB ANNOUNCEMENT

JOB TITLE: Gaming License Technician

SALARY: \$24.45 HOURLY, PLUS BENEFITS

OPENING DATE: July 18, 2016

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under general supervision, performs complex technical regulatory work to determine compliance with applicable tribal, state laws and compacts, regulations for the purpose of supporting a tribal gaming license and state certification. Ensures compliance with the Indian Gaming Regulatory Act (IGRA) and National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Associate's Degree in Information Systems or a closely related field and four years of work experience in gaming operations or automated records information systems, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or licensed by the Tohono O'odham Nation before hire.
- Must demonstrate seventy percent proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Capable of obtaining Notary Public Certification.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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4917

JOB ANNOUNCEMENT

JOB TITLE: Gaming License Investigator

SALARY: \$26.99 HOURLY, PLUS BENEFITS

OPENING DATE: July 18, 2016

CLOSING DATE: Open Until Filled

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STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under general supervision, conducts comprehensive background investigations on all potential and current employees, principal owners, current vendors and contractors working for the Nation's gaming enterprises. Ensures compliance with Tribal-State Compact and Appendices Gaming Ordinance, Regulations, and Minimum Internal Control Standards (MICS) of the Tohono O'odham Nation, the Indian Gaming Regulatory Act (IGRA) and the National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration, Criminal Justice or a closely related field and four years of work experience in gaming or investigations; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or licensed by the Tohono O'odham Nation before hire.
- Must demonstrate seventy percent proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment. Spanish may be an additional plus, but not a condition of employment.

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